

ADMINISTRATIVE SERVICES DIRECTOR

DEFINITION:

Under general direction of the City Manager; to plan, manage, and oversee the activities and operations of the Human Resources Division, Risk Management Programs, Art & Cultural Commission, and Museum Department; participate as a member of the City's Executive Management Team in the consideration of general City policies, programs and concerns; manage complex projects, programs, initiatives, or Services that have community-wide impacts and involve plans and/or decisions of a policy nature and of key importance to the City having a long-term impact and perform related work as assigned

SUPERVISION RECEIVED AND EXERCISED:

Receives executive direction from the City Manager

Supervises the Art & Cultural Commission Administrative Assistant & Museum Director.

ESSENTIAL DUTIES & RESPONSIBILITIES: *(May include, but are not limited to, the following):*

- Manages and coordinates Human Resources, Risk Management, Art & Cultural Commission, Museum Department and others programs as assigned.
- Serves on the City's negotiating team; advises the City Manager and City Council on matters involving employee and labor relations. Coordinates and provides leadership in labor negotiations.
- Develops and administers the City's current and future administrative Services needs, develops recommendations, and submits policy change proposals for areas of responsibility.
- Serves as the primary source for City staff in employment matters including employee discipline issues, grievances, equal employment issues, classification and compensation issues, etc.; assists in investigations regarding employee misconduct.
- Interpretation of labor agreements, and formulation of policies and strategies.
- Develops and implements personnel policies, rules and procedures.
- Develops and conducts training programs for the public and other departments regarding organizational issues.
- Directs the formulation and implementation of long range plans for administrative Services and establishes standards, policies, and procedures for city-wide human resources initiatives; establishes policies and programs for city-wide training.
- Assists in the overall development of the City Budget as well as develop and administer assigned departmental budgets.
- Direct or perform analytical studies; develop and review reports of findings, alternatives and recommendations; direct the preparation of a variety of periodic and special reports regarding departmental activities;
- Makes presentation before the City Council and participate on various city management committees; represent the City in meetings with representatives of governmental agencies, professional and business organizations, employee organizations, and the public.
- Monitor developments and legislation related to employee relations matters, evaluate

their impact upon City operations and recommend and implement policy and procedural improvements.

- Prepares and evaluates bid proposals, specifications, and contracts; monitors vendors to ensure compliance with contractual obligations.
- Develops and presents recommendations to appropriate audiences
- Provides technical assistance, guidance and consultation to the City Manager, City Council, City Executives, boards, commissions.
- Independently manages public processes related to the development of projects, programs and policies.
- Other duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Management principles and practices, including budgeting, supervision, personnel administration and performance management.
- Principles and practices of risk management.
- Principles and practices of human resources Services and processes including, but not limited to, recruitment, compensation, classification, benefit administration, disciplinary rules and procedures, labor relations and training.
- State and federal legislation affecting municipal administration.

Ability to:

- Work independently and make sound judgments; establish and maintain effective working relationships.
- Administration of the City's Risk Management program; identifies, researches and measures all exposure to loss, performing related duties as required.
- Coordinate and oversee City's Injury and Illness Prevention Program. Direct and coordinate and conduct training for the City's Safety Program.
- Prepare written procedures and policies; analyze requirements and needs; provide advice and consultation to ensure efficient outcomes.
- Analyze data and information to develop logical solutions to problems; monitor outcomes and recommend appropriate improvements to processes and procedures.
- Plan, budget, and manage complex projects.
- Negotiate, implement, and manage contracts.
- Strategize, collaborate, and build consensus.
- Excellent communication skills, orally and in writing, including communicating technical information in non-technical terms and presenting information to committees, staff, City Council, and others in both formats.
- Respond to difficult or sensitive complaints and requests for information from labor organizations, public, news media, and City staff.
- Direct, evaluate and supervise the work of assigned staff

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal Services. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

EDUCATION AND EXPERIENCE:

Any combination of education and experience that provides the required knowledge and abilities shown above may be qualifying. A typical way of obtaining the required qualifications is to possess the equivalent of the following:

- A Bachelor's Degree in Business Administration, Public Administration, Management, Business Management, or a closely related field. A Masters Degree is desired, and
- Six (6) years of progressively responsible fiscal, administrative and human resources management experience involving responsibility for the planning, organization, implementation and supervision of varied administrative work programs. At least three (3) years must be at management level.

LICENSES:

Possession and continued maintenance of a valid California driver's license and a safe driving record or the ability to provide suitable transportation, subject to approval by the appointing authority.

Effective Date: July 1, 2011